



What is the purpose of GLACIER?

GLACIER is a secure online tax compliance system that foreign individuals use to provide immigrant and tax data to Florida Poly. GLACIER helps determine tax residency, withholding rates, and federal income tax treaty eligibility; it also manages paperwork, prepares tax forms and required statements. Foreign nationals receiving payments from the University are required to have a GLACIER record.

A foreign national is an individual who is not a citizen of the United States (US), and for US federal income tax purposes, is classified by the Internal Revenue Service (IRS) as either resident or nonresident aliens.

Why must I provide my immigrant and tax data to Florida Poly?

Under the US Tax laws, all withholding agents (Payroll Services/Florida Poly) must withhold income tax from all income payments made to or on behalf of a nonresident alien (students/faculty that are non-US citizens). If the withholding agent does not withhold the appropriate amount of tax at the time of payment, the withholding agent will be liable for the tax, plus any penalties and interest, regardless of whether the individual pays the tax on their tax return. GLACIER helps foreign individuals and Florida Poly collect, store, and print forms required by law.

Are GLACIER Tax Compliance and GLACIER Tax Prep the same thing?

No, GLACIER Tax Prep (GTP) is for filing tax returns, while GLACIER Tax Compliance determines the correct taxation on wages.

What NRA or Visa Categories are required to create a record in GLACIER?

Table with 2 columns: GLACIER record required, GLACIER record NOT required. Rows include categories like Visitors holding a non-immigrant visa (NIV), Pending US Permanent Residents, Pending Refugee or Asylum status, and Visitors with an Employment Authorization (EAD) Card.

What information must a Foreign National enter in GLACIER?

- Visa start and end dates
• Passport page with visa stamp
• Country of residence
• Country of citizenship
• US address
• Foreign address
• Social Security number or ITIN



How long does it take to complete the GLACIER tax compliance process?

The entire process should take approximately 15-30 minutes, depending on your situation and if you have all the required items and information. [You should have your passport and immigration documents before you begin.](#)

What happens if I do not enter this information into GLACIER?

Failure to complete this requirement may result in inaccurate tax withholding and loss of tax treaty benefits.

GLACIER Email

If you are reviewing this guide, you have been identified as being employed by the university, receiving scholarships, receiving financial assistance, or another form of compensation/payment. You should have received an e-mail from support@online-tax.net to your university e-mail address. If you have not, please check your inbox or **junk e-mail** folders (your e-mail client filter may label this e-mail as **SPAM** or **JUNK**). *Please contact the university's Payroll Office if you cannot locate this email.*

The e-mail will contain a link to the GLACIER and your temporary User ID and Password.



GLACIER STEP-BY-STEP INSTRUCTIONS

Please use the following table of steps to guide you through each portion of the GLACIER system.

Please remember that university staff, faculty, and administrators (this includes Payroll and DSOs) are not tax professionals and legally, cannot assist students/employees with tax compliance or tax filing.

1. If you are having technical difficulties with the GLACIER system, select the **Online Help Button** for assistance.
2. If you have general questions interpreting what the GLACIER systems are requesting or do not know where to find this information, **it is not located in this guide**. Please email your specific questions to International Student Services (ISS).

Any inquiries that require the advice of a legal tax or immigration professional **cannot be addressed by university personnel**, and you will be instructed to seek the assistance of a professional that can assist you.

Please reference the [International Student Tax Filing Requirement Guide](#) for a list of resources that can proficiently assist you (help will be located at the end of the tax filing requirement guide).



GLACIER TAX COMPLIANCE SYSTEM INSTRUCTIONS

1. Click the **Login Now** link or the system logo.
2. On the login screen, enter the **User ID** and **Password** provided in the e-mail and click **Submit**.
3. Create a new User ID and Password on the next screen. *(Save this information in case you need to re-access the system).*
4. On the next screen, enter your newly created User ID and Password and click **Submit**.
5. Next, read the User Agreement then click **I Accept**.
6. On the **Welcome to GLACIER** screen, select: **Create/update/view my Individual Record** then click **Next**.
7. Select the choice that best describes your relationship with Florida Poly on the **Relationship** screen. Options are grouped by category; you can select more than one but are limited to only one selection within a category. When finished, click **Next**.
8. On the **Income Type** screen, select the payment type(s) that apply and click **Next**.
Note: Income types displayed on this page are based on the relationships you selected on the previous screen.
9. On the **Personal Information** screen, complete the fields as follows (when finished, click **Next**):
 - **Name:** Enter your last/family/surname, first/personal, and middle names. If you do not have a middle name, leave this field blank; if you have more than one middle name, enter **both** in the **Middle Name** field.
 - **E-Mail Address:** An e-mail address is required; it is recommended to use your university email.
 - **Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN):**
 - Enter your US-issued SSN or ITIN
 - If you do not have an SSN or ITIN, select a radio button on the right to indicate the step you have taken to obtain your SSN or ITIN.
 - If you are from Canada, **do not** enter a Canadian government's social security or taxpayer identification number; **ONLY** enter numbers issued by the US government.
 - **Foreign Tax Identification Number (if any):** If you have a taxpayer identification number in your country of tax residence, the number must be entered in **the Foreign Tax Identification Number field**.
 - If you are eligible to claim an income tax treaty, your foreign tax identification number will be shared with the tax treaty country to ensure that you are eligible to claim the benefits of the tax treaty. **If you do not have such a number, leave it blank.**



10. On the **US Address** screen, enter your mailing address in the US; if you do not live in the US, check the box. When finished, click **Next**.

11. On the **Permanent Foreign Address** screen, enter your permanent foreign address. When finished, click **Next**.

- All individuals present in the US under a nonimmigrant immigration status (e.g., F, J, M, Q, H-1B, TN, B, A, G visa types) **must include an address outside the US for their permanent foreign address**. You may use the address of a parent or relative, if applicable.
- If you are a Permanent Resident Alien from China, include your last known address in China.

12. On the **Country of Citizenship/Tax Residence** screen, enter your country of citizenship. If you are a citizen of two countries, please select the country under whose documents you entered the US; when finished, click **Next**.

- If you are a dual citizen of the US and another country, **for US tax purposes, you are treated as a citizen of the US – please contact Payroll Services** to notify them of your status as soon as possible.
- Next, select your country of tax residence (You may pay tax in the US, but unless you are a resident alien or permanent resident alien, your country of tax residence is your home country).

13. On the **Immigration Status** screen, select **Florida Polytechnic University** if this institution sponsored your immigration status for this visit to the US – When finished, click **Next**.

- If you are in an immigration status that does not require the sponsorship of a particular institution, please indicate **"No Sponsoring Institution Required"**.
- If you are unsure who sponsored your immigration status, refer to your immigration documentation (e.g., Forms I-20, DS-2019, I-797).
- Next, select your current immigration status from the list.
 - If you entered the US under a different immigration status, you could indicate the original status on a subsequent screen.
- If you are unsure of your Current Immigration Status, refer to your immigration documentation (e.g., Forms I-20, DS-2019, I-797) for this information.

14. **NOTE: GLACIER is not for Permanent Resident Aliens, but if you are from the Peoples' Republic of China, you may use GLACIER to determine eligibility for an income tax treaty exemption.**



15. On the **Time Spent in the US** screen, enter your original date of entry to the US for this visit ([View I-94](#) if you do not remember your date of entry).

- Next, enter the **expiration date of your current immigration status** in the **Date Permission...** field. You must use the date from Form I-20 (F-1), Form DS-2019 (J-1), or Form I-94 (all other visa types) – **do not use the expiration date from the visa sticker/stamp in your passport.**
- Next, enter the **estimated date of departure from the US** in the **Estimated or...** field. (F-1 students, this will be 60-days from the program end date on your I-20 – see [Date Calculator](#))
- **Research/Scholars/Faculty Only:** If you have not yet entered the US, indicate your anticipated date of arrival to the US, the original date of entry on your current immigration status is the first date that you arrived in the US to begin your studying, teaching, researching, or other activity.

16. On the **Immigration Status** screen, select the appropriate immigration category since you originally entered the US.

- If you have had a change of status after you originally entered the US, then you should select **"After entering the US, I changed my immigration status"** and enter the appropriate information on the following screen.

17. On the **Days Present in the US** screen, indicate the number of days you were not present (not in the US) during your current visit.

- For the second question, select whether you have visited the US before your current visit. If yes, provide the year(s), your visa status during each visit, and the total number of days (by calendar year) present in the US; when finished, click **Next**.

18. On the **Tax Residency Status Summary** screen, confirm the appropriate total number of days present in the US is accurate. If this number is incorrect, click **Back** to correct the previous entry. Click **Next** to continue.

19. On the **Tax Withholding and Tax Treaty Exemption Review** screen, click **Next** to continue.

20. On the **Tax Treaty Exemption Verification** screen, select **"Yes"** to claim your exemption. If you do not want to claim the exemption, click **"No."**

21. If you selected **"Yes"** and claimed an exemption on the previous screen, then:

- On the **Tax Treaty Exemption Information** screen, enter the passport number from the passport you used when you entered the US for your current visit, enter a reason for your visit, and estimate your total earnings that will be paid for the current calendar year.

(If you selected **"No,"** then this is not applicable)

22. On the **Tax Summary Report** screen, review your information. If you need to correct your information, click **Back**, and navigate to the screen where the original entry was made. If accurate, click **Next**



25. On the **State Tax Withholding Selection** screen, enter any additional withholding amount. Enter **"0"** if you are not withholding an additional amount; the field cannot be left blank. When finished, click **Next**.

- Next, enter the total number of dependents; enter "0" if you are not claiming any dependents.
- If you are a full-time student earning less than \$8,000.00, check the box.

(Note: This field only displays if you enter a USaddress in a previous screen).

26. Click the **Print Form** button to download your documents. Next, open and print the documents. When finished, click **Next**.

27. On the **Finishing and Saving Your Individual Record** screen, do the following:

- Review, sign, and date each of the required forms.
- Make a copy of the signed forms, retain copies for your records, and send the original signed GLACIER documents AND copies of your required documents (e.g., I-94, Visa passport sticker, Visa document) to **Payroll** (or as directed in the **GLACIER online tax compliance system**.)
- Please submit all required forms and documents within the time frame listed. If all required forms and documents are not submitted, you may have more tax than needed to be withheld from your earnings/payments.

VERY IMPORTANT: When finished, click **Next**.

28. On the *Exiting GLACIER* screen, click **Exit to save your tax data and exit the system**.